Dear _____,

This is to confirm your appointment to participate in a cigarette survey on _____, September _____, 1983 at _____. If you cannot keep your appointment but still want to participate, please contact me at 813-522-4362 so that we can schedule you at a suitable time.

Thank you very much for your time and co-operation.

Sincerely

Valerie Moore

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Source: https://www.industrydocuments.ucsf.edu/docs/xhjj0004